Here is a list of who you should contact for your different faculty needs throughout the year:

**Lab 1 Support staff – please email** **lab1support@evergreen.edu**

* Guest speaker paperwork
* Field trip paperwork
* Student work-study help for making copies, putting together packets, etc.

**TBA - MES student staff – (you can contact Gail Wootan for this stuff for now)**

* Room reservations
* Send her updates to course descriptions and syllabi so we can update catalog
* Updates to your bio – we list your bio in your course description.

**Gail Wootan – MES Assistant Director –** **wootang@evergreen.edu**

* Email her when you have a student fee to add to a course – please send these by the middle of the prior quarter
* Let her know field trip dates so she can make sure they don’t conflict with other trips or course requirements
* Send any prospective student emails to her.  You can also refer them to [www.evergreen.edu/mes](http://www.evergreen.edu/mes).  Admission requirements are here: <http://www.evergreen.edu/mes/admission.htm>
* Send any prospective internship supervisors to me, as well!
* Anything else (not listed below)!!

 **Kevin Francis, MES director –** **francisk@evergreen.edu**

* Let him know how many guest speakers you plan to have and how much you want to pay them so he can be sure there is enough money. Guest speakers are usually paid an honorarium of $125 each.
* If you can’t get a free desk copy for books for your class, please work with Kevin to determine if there is funding for buying books

**Janet Herbison, Faculty Hiring Coordinator –** **herbisoj@evergreen.edu**

* *Contact her to set up an Evergreen email*
* *Also, she is who you contact to make sure you have all of your new hire paperwork finished.*

**Bookstore**

* Book orders go through the bookstore – you are supposed to receive an email from them when book orders are needed, but you are probably better off checking their website for due dates: <http://www.greenerstore.org/>

**Motor Pool**

* If you need to book vans or any other transport for field trips, please work Motor Pool: motorpool@evergreen.edu.
* If the van is for a one-day field trip, please charge to 25102
* If it is for a mulit-day trip, you will need to charge a student fee (work with Tina Pearson to determine fees, see Tina’s info below) – let Motor Pool know that it should be charged to “student fees” instead of 25102
* For 13-14, the cost of vans is $82/day plus .25/mi for anything over 250 miles (for entire trip). Please see <http://www.evergreen.edu/motorpool/availabilityandrates.htm> for the types of vans available.

**Tina Pearson**

* If you  need help figuring out how much to charge students for field trips, you can work with Tina Pearson – pearsont@evergreen.edu, x6868
* Once you sort out the amount, please send the fee amount to Gail Wootan

**Computer Support**

* If it’s something to do with getting file space, getting access to software, Canvas, my.evergreen.edu, or computer labs, please submit a request to <https://help.evergreen.edu/contact/index?ticket=ST-240377-zUCbjG1efsCvDMyGxjex-cas01.example.org>.
* If you need help with your computer hardware or if your email isn’t working correctly, you can contact the Help Desk by calling 360-867-6627.

 **Media Services – media key for overhead projector in Sem 2 and Lecture Hall classrooms**

* In the quarter(s) you are teaching, you can get media keys for opening up the media cabinets in the Lecture Hall and Seminar 2.  Faculty can get these keys directly from media loan for short-term needs.
* To get the key, please email Kathryn Ford, fordk@evergreen.edu, x5517.  She will send email to Key Requests and the faculty will need their ID to pick up the key from the key office on the first floor of Lab 2.
* If you need AV training, you can also contact Kathryn Ford, fordk@evergreen.edu, x5517.

**Parking Services**

* If you want a guest pass for a guest speaker, please request online through Parking Services using org code 25102: <http://www.evergreen.edu/parking/request.htm>

**Office for adjunct faculty use**

* MES and MPA have an office that adjunct faculty can use for eval meetings or office hours. It is the office to the right of the MES Director’s office on the third floor of Lab 1. It is also used by the MES/MPA Writing Tutor and sometimes other part-time staff.
* If you plan to use the office throughout the quarter for office hours, you can get a key to the office. To do so, the MES Director has to email Key Requests (keys@evergreen.edu) to get a key. It’s only available for the quarter in which the adjunct teaches.  The email must include faculty name, A#, time needed, and that they are teaching for MES.  When it’s ready, faculty must have Photo ID in order to pick up from the Key office on the first floor of Lab 2.
* Faculty using the office throughout the quarter must coordinate their hours with other occupants (typically the writing tutor).
* If just using it for eval meetings, please email Jan Hays to reserve at haysj@evergreen.edu

**And, here are some other potentially helpful links:**

*How to use* [*my.evergreen.edu*](http://my.evergreen.edu) *to see student lists:* <http://wikis.evergreen.edu/computing/index.php/Banner_for_Faculty>

*How to use Canvas (the online classroom software):* <http://blogs.evergreen.edu/techfair/sessions/canvas/>

*Miscellaneous info:* <http://www.evergreen.edu/deans/miscellaneousfacultyinfo.htm>

*Evergreen teaching & learning practices*: <http://www.evergreen.edu/deans/teachandlearn.htm>

*Eval Process:* <http://www.evergreen.edu/evaluations/evaluationprocess.htm>

* Turn in online
* Due 2 Fridays after eval week

*Other faculty FAQ:* <http://wikis.evergreen.edu/computing/index.php/Faculty_and_Staff>

Hi MES faculty:

Here is a list of who you should contact for your different faculty needs throughout the year:

**Lab 1 Support staff – please email** **lab1support@evergreen.edu** **instead of Pam Udovich or Julie Rahn directly, which you may have done in the past**

* Guest speaker paperwork
* Field trip paperwork
* Student work-study help for making copies, putting together packets, etc.

**Anna Rhoads – MES student assistant –** rhoadsa@evergreen.edu

* Room reservations
* Send her updates to course descriptions and syllabi so we can update online course catalog - <http://www.evergreen.edu/catalog/2013-14/mes/index>. **Evergreen requires that we save all syllabi and covenants – please send to Anna as soon as they are complete.**
* Updates to your bio – we list your bio in your course description.

Rhianna Hruska – MES communications assistant – hruskar@evergreen.edu

**Gail Wootan – MES Assistant Director –** **wootang@evergreen.edu**

* Email me when you have a student fee to add to a course – please send these by the middle of the prior quarter
* Send any prospective student emails to me.  You can also refer them to [www.evergreen.edu/mes](http://www.evergreen.edu/mes).  Admission requirements are here: <http://www.evergreen.edu/mes/admission.htm>
* Send any prospective internship supervisors to me, as well!
* Anything else (not listed below)!!

**Kevin Francis, MES director** **–**kfrancis@evergreen.edu

* Let him know how many guest speakers you plan to have and how much you want to pay them so she can be sure there is enough money
* If you can’t get a free desk copy for books for your class, please work with Martha to determine if there is funding for buying books

**Bookstore**

* Book orders go through the bookstore – you will receive an email from them when book orders are needed.
* Books must be ordered through the bookstore, as some students are using aid to buy books and can only do through the bookstore. Please let bookstore know if you aren’t assigning any books. You can also ask the bookstore to create packages of specific supplies and the bookstore can get a good deal for you. They also can help you find a free desk copy – we encourage you to get a free copy, but will pay for one if you can’t find one. While you’re waiting for the desk copy, you can borrow a copy of the book from the bookstore.

**Motor Pool**

* If you need to book vans or any other transport for field trips, please work with Katie Frank, frankk@evergreen.edu, x6354
* If the van is for a one-day field trip, please charge to 25102
* If it is for a mulit-day trip, you will need to charge a student fee (work with Tina Pearson to determine fees, see Tina’s info below) – let Katie know that it should be charged to “student fees” instead of 25102
* For 13-14, the cost of vans is $82/day plus .25/mi for anything over 250 miles (for entire trip)

**Tina Pearson**

* If you  need help figuring out how much to charge students for field trips, you can work with Tina Pearson – pearsont@evergreen.edu, x6868
* Once you sort out the amount, please send the fee amount to Gail Wootan

**Media Services – media key for overhead projector in Sem 2 and Lecture Hall classrooms**

* In the quarter(s) you are teaching, you can get media keys for opening up the media cabinets in the Lecture Hall and Seminar 2.  Faculty can get these keys directly from Key Services, which is located on the first floor of Lab 2. Faculty must bring a picture ID to pick up.
* If you need AV training, you can contact Kathryn Ford, fordk@evergreen.edu, x5517.

**Parking Services**

* If you want a guest pass for a guest speaker, please request online through Parking Services using org code 25102: <http://www.evergreen.edu/parking/request.htm>

**Office for adjunct faculty use**

* MES and MPA have an office that adjunct faculty can use for eval meetings. It is the office to the right of Martha’s office on the third floor of Lab 1.
* To get a key for the office, Martha has to email Key Requests (keys@evergreen.edu) to get a key. It’s only available for the quarter in which the adjunct teaches.  The email must include faculty name, A#, time needed, and that they are teaching for MES.  When it’s ready, faculty must have Photo ID in order to pick up from the Key office on the first floor of Lab 2.
* To reserve the office, please email Jan Hays at haysj@evergreen.edu

**And, here are some other potentially helpful links:**

**How to use my.evergreen.edu to see student lists**

[**http://wikis.evergreen.edu/computing/index.php/Banner\_for\_Faculty**](http://wikis.evergreen.edu/computing/index.php/Banner_for_Faculty)

**How to use Moodle**

[**http://wikis.evergreen.edu/computing/index.php/Faculty\_Moodle\_Tutorial**](http://wikis.evergreen.edu/computing/index.php/Faculty_Moodle_Tutorial)

**Any other faculty FAQ:**

[**http://wikis.evergreen.edu/computing/index.php/Faculty\_and\_Staff**](http://wikis.evergreen.edu/computing/index.php/Faculty_and_Staff)